



United States
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National Institute
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and Agriculture

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The logo for the National Institute of Food and Agriculture (NIFA), featuring the letters "NIFA" in a large, white, serif font against a dark background with a stylized sun or light source behind the letters.

NIFA

REQUEST FOR APPLICATIONS

Yellow Ribbon Reintegration Program

Youth Support and Internship Program

FUNDING YEAR: Fiscal Year 2023

APPLICATION DEADLINE: September 5, 2023

ANTICIPATED PROGRAM FUNDING: \$950,000

FUNDING OPPORTUNITY NUMBER: USDA-NIFA-EXCA-010126

ASSISTANCE LISTING NUMBER: 10.500

INITIAL ANNOUNCEMENT
National Institute of Food and Agriculture
United States Department of Agriculture

Assistance Listing Number (ALN): The Youth Support Internship Program is listed in the Assistance Listings under number 10.500.

Table 1: Key Dates and Deadlines

Task Description	Deadline
Application:	5:00 P.M. Eastern Time, September 5, 2023 [Ref to Part I, C of this RFA]
Letter of Intent:	Not Required
Applicants Comments:	Within six months from the issuance of this notice (NIFA may not consider comments received after the sixth month)

Advancing Diversity, Equity, Inclusion, and Accessibility (DEIA). The National Institute of Food and Agriculture (NIFA) recognizes research, education, and extension efforts will have the greatest impacts when programs are grounded in DEIA. NIFA is committed to enhancing diversity, equity, inclusion, and accessibility of programs and encourages individuals, institutions, and organizations from underserved communities to apply to funding opportunities as lead, co-lead, or subaward recipient(s), and to engage as leaders in the peer panel review process to support the development of strong networks and collaborations. NIFA encourages applications that engage diverse communities and have broad impacts through research, education, extension, and integrated activities to address current and future challenges.

Stakeholder Input. NIFA seeks comments on all Request for Applications (RFAs) so it can deliver programs efficiently, effectively, with integrity, and with a focus on customer service. NIFA considers comments to the extent possible when developing RFAs, and uses comments to help meet the requirements of [Section 103\(c\)\(2\) of the Agricultural Research, Extension, and Education Reform Act of 1998 \(7 U.S.C. 7613\(c\)\(2\)\)](#). Applicants may submit written comments to Policy@usda.gov (email is for comments only). Please use the following subject line: Response to the Youth Support Internship Program RFA.

EXECUTIVE SUMMARY

The U.S. Department of Agriculture National Institute of Food and Agriculture in support of the U.S. Department of Defense Yellow Ribbon Reintegration Program requests new applications for the Youth Support Internship Program for fiscal year 2023 from Land-grant Universities and Colleges to design and administer a nation-wide internship program that engages college students motivated to serve the needs of National Guard and Reserve Component military families. The amount available for FY 23 is approximately \$950,000 and will support funding for the initial year. Continuation funding of similar funding levels may be awarded for an additional three years provided performance has been satisfactory, appropriations are available for this purpose, and continued support is in the best interests of the Federal government and the public. USDA is not committed to fund any particular application or to make a specific number of awards.

This notice identifies the objectives for Youth Support Internship Program projects including deadlines, funding information, eligibility criteria for projects and applicants, and application forms and associated instructions.

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PART I. FUNDING OPPORTUNITY DESCRIPTION

A. Legislative Authority

The Yellow Ribbon Reintegration Program (YRRP) is a joint-service effort led by the Assistant Secretary of Defense for Manpower and Reserve Affairs, under the authority, direction, and control of the Under Secretary of Defense for Personnel and Readiness. YRRP was created by the 2008 National Defense Authorization Act, Public Law 110-181, Section 582, to support National Guard and Reserve Component (RC) members and their families with critical support, information, services, and referrals throughout the entire deployment cycle (pre, during, and post) to maximize successful reintegration into their communities and civilian roles. Family members are included in the goal to maximize successful transitioning.

In accordance with the Economy Act of 1932, as amended, ([31 U.S.C.1535](#)), the U.S. Department of Defense (DoD), in order to utilize the unique resources of the U.S. Department of Agriculture (USDA) National Institute of Food and Agriculture (NIFA), has provided NIFA with funds to support the Youth Support Internship Program (YSIP).

Pursuant to [7 U.S.C. Sec. 3318](#), the Secretary of Agriculture, acting through the Director of the NIFA, may enter into contracts, grants, or cooperative agreements, for periods not to exceed five years, with State agricultural experiment stations, State cooperative extension services, all colleges and universities, other research or educational institutions or organizations, Federal and private agencies and organizations, individuals, and any other contractor or recipient, either foreign or domestic, to further research, extension, or teaching programs in the food, agriculture, natural resources, and human sciences of the USDA.

Within the DoD, Economy Act transactions are governed by [DoD Financial Management Regulation, Volume 11A, Chapter 3, Economy Act Orders](#).

B. Purpose and Priorities

The purpose of YSIP is to award up to one Extension grant to:

1. Design and administer a well-orchestrated nation-wide internship program that engages college students motivated to serve the needs of National Guard and RC military families;
2. Provide interns with youth development educational and facilitation skills;
3. Arrange travel for interns to attend RC events with the goal of delivering youth programs during the DoD YRRP sessions; and
4. Develop a career and workforce development program that provides dedicated mentors to assist interns in the development of their career goals.

Accordingly, YSIP funded project activities support all aspects of program delivery including program implementation, curriculum development, mentoring, communications (e.g., website), and reporting.

YSIP is aligned with the following USDA Strategic Goal 5: Expand opportunities for economic development and improve quality of life in rural and Tribal communities of the USDA Strategic Plan FY 2022-2026 found at <https://www.usda.gov/sites/default/files/documents/usda-fy-2022-2026-strategic-plan.pdf>

For a program informational webinar please visit the [NIFA calendar](#) for dates, event registration, and link. If you need a reasonable accommodation to participate in any of the informational webinars listed, please contact the event host listed no later than 10 days prior to the event.

Table 2: YSIP Program Key Information

	Title	Description
Program Code:	YSIP	
Program Code Name:	Youth Support Internship Program	
ALN:	10.500	
Project Type:	Extension Projects	
Grant Type:	Regular	
Application Deadline	September 5, 2023	
Grant Duration:	12 Months	
Anticipated # of Awards:	1	
Maximum Award Amount:	\$950,000	

C. Program Area Description

Applicants must demonstrate how they will implement ALL activities related to each of the six (6) components (i.e., Program Implementation, Curriculum Development, Mentoring, Website, Security, Communication) of YSIP listed below.

Program Implementation.

1. Develop an integrated system and program involving college intern students, educators, counselors, community support services, and trained volunteers to provide supportive educational and leadership programming for Reserve Component (RC) youth, specific to military families and deployments.
2. Ensure staff are trained or have expertise to work with interns in curriculum, program planning, teaching methods, facilitation strategies, and issues specific to military children, youth, and family issues. Develop flexible program capabilities to support RC children and youth with special needs.
3. Recruit students with career interest in Extension, community-based organization, and/or military family-related support work.
4. Train motivated interns to become effective leaders to increase their vocational awareness, understanding, and interest in career planning, nationally and internationally.

In addition, train interns to become effective in supporting military youth and teens to grow and thrive during challenging times of parental and family member deployments.

5. Ensure interns are trained in curriculum, program planning, teaching methods, facilitation strategies, and issues specific to military children, youth, and family issues.
6. Perform outreach, education, and marketing practices to attract and inspire college students to the unique challenges facing military families.

Curriculum Development. Curriculum must provide engaging personal development opportunities for RC youth at YRRP events.

1. Include required subject areas such as leadership development, life skills, and science, technology, engineering, and math.
2. Develop research-based, peer-reviewed curricula for RC youth, adapting content to accommodate appropriate age groups and subject matter needs.
3. Ensure trained volunteers work with RCs to tailor each session to meet individual needs.
4. Provide all developed products and materials including curricula to NIFA for review prior to utilizing to ensure alignment with YRRP requirements.

Mentoring. Mentors must be provided to assist interns.

1. Identify and train qualified mentors to work with interns on career development while enhancing their intern experience. Qualified mentors are existing professionals in the intern's career field of interest who will train and develop the intern.
2. Develop a positive relationship with all YRRP service program managers nationally to develop youth programs at all recommended RC events.
3. Deploy program interns and mentors or other program staff members to States, U.S. territories, or other approved locations to support military families for approximately two-to-four days depending upon event criteria.
4. Collect development reports from mentors indicating the intern's progress and recommendations for scholarship and/or tuition assistance based on successful completion of the internship program, if applicable.

Website.

1. Develop an efficient and effective program website to streamline event requests from YRRP program managers and share program information and resources to the YRRP Service members, family members, Reserve Components, and Event Planners.
2. Provide a website for Service members and their families to connect with the YSIP team that is accessible 24/7/365. Accommodate the issuance of personal passwords for identification of the applicants and protection of the system, as well as allow multiple membership levels and user functions.

Security. NIFA shall require that successful applicants:

1. Ensure that all YSIP staff, volunteers, mentors, and interns have undergone and passed an appropriate national criminal history check prior to participating in any RC YRRP events.
2. Establish appropriate administrative, technical, and physical safeguards to protect any and all nonpublic Government data to ensure the confidentiality, integrity, and availability of government data. Anyone with access to or responsibility for nonpublic Government data under this award shall comply with the following:
 - a. DoD Instruction (DoDI) 8500.1, Cybersecurity
 - b. The Privacy Act (5 U.S.C. 552a)
 - c. DoD 5400.11-R, and DoD Directive 5400.11, DoD Privacy Program
 - d. DoD 6025.18-R, DoD Health Information Privacy Regulation
 - e. DoD 5200.2-R, Personnel Security Program
 - f. HSPD-12, Homeland Security Presidential Directive

Communications. YSIP projects must conduct monthly teleconferences with DoD's YRRP staff.

PART II. AWARD INFORMATION

A. Available Funding

The total amount available for the Youth Support Internship Program (YSIP) in FY2023 is approximately \$950,000 to fund one regular grant proposal for one year. The project type will be Extension. USDA is not committed to fund any application or to make a specific number of awards.

Similar funding levels may be awarded for an additional three years through continuations provided performance has been satisfactory, funding is available for this purpose, and continued support is in the best interests of the Federal government and the public. USDA shall coordinate with DoD on program status and funds availability before exercising any options.

The [Automated Standard Application for Payments](#), operated by the Department of Treasury, Bureau of Fiscal Service, is the designated payment system for awards resulting from this RFA.

B. Application Restrictions

NIFA will evaluate applications using the criteria described in [Part V](#) of this RFA. Application for FY2023 is limited to the following application types:

New application: New applications will be evaluated using the criteria described in [Part V](#) of this RFA and are subject to the due dates herein (see [Appendix III](#) for definition).

C. Project and Grant Types

The following describes the types of *projects* or *grants* that are eligible for funding:

1. **Project Types.** Applicants must propose an Extension Project. Extension Projects conduct programs and activities that deliver science-based knowledge and informal educational programs to people, enabling them to make practical decisions. Extension Projects may also include related matters such as certification programs, in-service training, client recruitment and services, curriculum development, instructional materials and equipment, and innovative instructional methodologies appropriate to informal educational programs.
2. **Grant Types.** Applicants must submit a Regular Grant. Regular Grants support targeted original scientific Research, Education/Teaching, Extension, or Integrated Projects. An eligible, individual institution, independent branch campus, or branch institution of a State system may submit a grant application for project activities to be undertaken principally on behalf of its own students or faculty, and to be managed primarily by its own personnel. The applicant executes the project without the requirement of sharing grant funds with other project partners.

D. Ethical Conduct of Funded Projects

In accordance with sections [2, 3, and 8 of 2 CFR Part 422](#), institutions that conduct USDA-funded extramural research must foster an atmosphere conducive to research integrity, bear primary responsibility for prevention and detection of research misconduct, and maintain and

effectively communicate and train their staff regarding policies and procedures. In the event an application to NIFA results in an award, the Authorized Representative (AR) assures, through acceptance of the award that the institution will comply with the above requirements. Award recipients must, upon request, make available to NIFA the policies, procedures, and documentation to support the conduct of the training. See [Responsible and Ethical Conduct of Research](#) for further information.

PART III. ELIGIBILITY INFORMATION

A. Eligibility Requirements

Applicants for the Youth Support Internship Program must meet all the requirements discussed in this RFA. Failure to meet the eligibility criteria by the application deadline may result in exclusion from consideration or, preclude NIFA from making an award. For those new to Federal financial assistance, NIFA's [Grants Overview](#) provides highly recommended information about grants and other resources to help understand the Federal awards process.

Only Land-grant Institutions are eligible to receive an award through the Youth Support Internship Program. Eligible Land-grant Institutions include all 1862, 1890, and 1994 Land-grant Universities and Colleges.

Duplicate or Multiple Submissions. Duplicate or multiple submissions are not allowed. NIFA will disqualify both applications if an applicant submits duplicate or multiple submissions. For those new to Federal financial assistance, NIFA's [Grants Overview](#) provides highly recommended information about grants and other resources to help understand the Federal awards process.

B. Cost Sharing or Matching

No Match Required – The Youth Support Internship Program has **NO** matching requirement. NIFA will not factor matching resources into the review process as an evaluation criterion.

PART IV. APPLICATION AND SUBMISSION

A. Method of Application

Applicants must apply to this RFA electronically; no other method or response is accepted. The electronic application for this RFA and additional resources are available on [Grants.gov](#) and [Grants 101](#). **Table 3** provides instructions on how to obtain an electronic application. **Part III** of the [NIFA Grants Application Guide](#) contains detailed information regarding the [Grants.gov](#) registration process. [The NIFA Grants Application Guide](#) is contained in the specific funding opportunity package or a sample of the guide can be found [here](#). When applying for a NIFA award, it is important to reference the version of the guide that is included in the specific funding opportunity application package.

Table 3. Steps to Obtain Application Materials

Steps	Action
Step One: Register	<i>New Users</i> to Grants.gov must register early with Grants.gov prior to submitting an application (Register Here).
Step Two: Download Adobe	Download and Install Adobe Reader (see Adobe Software Compatibility for basic system requirements).
Step Three: Find Application	Using this funding opportunity number USDA-NIFA-EXCA-010126 search for application here: Opportunity Package .
Step Four: Assess Readiness	Contact an AR prior to starting an application to assess the organization’s readiness to submit an electronic application.

Table 4: Help and Resources

Grants.gov Support	NIFA Support
Grants.gov Online Support Telephone support: 800-518-4726 Toll-Free or 606-545-5035 Email support: support@grants.gov Self-service customer-based support: Grants.gov iPortal Key Information: Customer service business Hours 24/7, except federal holidays .	Email: grantapplicationquestions@usda.gov Key Information: Business hours: Monday thru Friday, 7a.m. – 5p.m. ET, except federal holidays

B. Content and Form of the Application

The [NIFA Grants Application Guide](#) is part of the corresponding application package for this RFA. The RFA overrides the [NIFA Grants Application Guide](#) if there is a discrepancy between the two documents. Applicants that do not meet the application requirements, to include partial applications, risk being excluded from NIFA’s review. NIFA will assign a proposal number to all applications that meet the requirements of this RFA. Applicants must refer to the proposal number when corresponding with NIFA. **Table 5** outlines other key instructions for applicants.

Table 5: Key Application Instructions

Instruction	References (All references are to the NIFA Grants Application Guide)
Attachments must be in a portable document format (PDF) format.	Part IV
Check the manifest of submitted files to verify attachments are in the correct format.	Part IV
Conduct an administrative review of the application before submission.	Part IV
Follow the submission instructions.	Part IV
Provide an accurate email address, where designated, on the SF-424 R&R.	Part V
Contact the Grants.gov helpdesk for technical support and keep a record of the correspondence.	N/A
Contact NIFA if applicant does not receive correspondence from NIFA regarding an application within 45 days of the application deadline.	N/A

SF 424 R&R Cover Sheet. See **Part V** of the [NIFA Grants Application Guide](#) for the required certifications and assurances.

SF 424 R&R Project/Performance Site Location(s). See **Part V** of the [NIFA Grants Application Guide](#).

R&R Other Project Information Form. See **Part V** of the [NIFA Grants Application Guide](#).

1. **Field 7.** Project Summary (PS)/Abstract. The PS must show how the project goals align with the project goals of the Youth Internship Support Program. See **Part V** of the [NIFA Grants Application Guide](#) for instructions and suggested templates.
2. **Field 8.** Project Narrative (PN). The PN must not exceed six *1.5 spaced* pages of written text and up to four *1.5 spaced* additional pages for figures and tables (the font size for tables should be no smaller than 11 points, Times New Roman). The page limits outlined here ensure fair and equitable competition. Appendices to the PN are allowed if they are directly germane to the proposed project. Do not add appendices to circumvent the page limit. The PN must include all the following:

Section 1: Project Management

- a. Describe plans for management of the project to ensure its proper and efficient administration. Describe the way in which resources and personnel will be used to conduct the project.
- b. Demonstrate capacity to fulfill reporting requirements. See Part VI, C.
- c. Provide a brief summary of key personnel, their project functions, qualifications, and expertise along with timelines. Describe the project team’s experience working with the specific stakeholder community. This section must include the following:
 - i. Organization Detail (Organization Name, Project Contact Name, Mailing Address, Phone and Email)
 - ii. Title of the Project
 - iii. Project Timeline (include approximate start date of 9/1/2023 and end date of 8/31/2024)

Section 2: Approach and Design

- a. Identify target audiences and explain methods of communication to maximize participation in YSIP.
- b. Describe how all activities under Part I, C will be implemented and the anticipated, overall impact the approach will have on National Guard and Reserve Component military families and youth.
- c. Discuss the strategies and metrics for evaluating progress toward meeting the purpose of YSIP listed in Part I, B and required deliverables outlined in Part I, C.

Section 3: Data Collection and Reporting

- a. Clearly indicate how the impact of the project will be measured.
- b. Explain how the required data will be collected and translated into actionable recommendations and delivered to end-users.

3. **Field 12, Add Other Attachments.** See **Part V** of the [NIFA Grants Application Guide](#).

R&R Senior/Key Person Profile (Expanded). See **Part V** of the [NIFA Grants Application Guide](#) for profile requirements, details about the biographical sketch, and suggested support templates.

R&R Personal Data. This information is voluntary and is not a precondition of award (see **Part V** of the [NIFA Grants Application Guide](#)).

R&R Budget. See **Part V** of the [NIFA Grants Application Guide](#).

1. Match is not required.
2. Indirect costs (IDC) – See [Part IV, C](#) of this RFA for funding restrictions regarding indirect cost, and **Part V** of the [NIFA Grants Application Guide](#) for additional information.

Applications must contain a budget and budget narrative. Budgets should account for the following:

Recipients are expected to attend NIFA sponsored grant management meetings during the project's period of performance. It is also possible that meetings may be conducted virtually. The budget narrative should include travel funds for the Project Director (PD) and any additional key personnel as reasonably determined by the recipient and NIFA to attend one in-person meeting. This is not necessary if the eligible applicant has already committed funds for this purpose under another NIFA grant agreement.

Data Management Plan. A DMP is required for this program. Applicants should clearly articulate how the PD and co-PDs plan to manage and disseminate the data generated by the project. The DMP will be considered during the merit review process (see [Part V, B](#) of this RFA, [NIFA's Data Management Plan](#)).

Supplemental Information Form. See **Part V** of the [NIFA Grants Application Guide](#).

1. **Field 2.** Program to which the applicant is applying. Enter the program name Youth Support Internship Program and the program code YSIP. Accurate entry is critical.
2. **Field 8.** Conflict of Interest List. See **Part V** of the [NIFA Grants Application Guide](#).

C. Funding Restrictions

Indirect Cost (IDC) not to exceed 10 percent of Total Federal Funds Awarded (TFFA) of the recipient for the Youth Support Internship Program. IDC for the overall award is limited to 10 percent of TFFA under this grant as directed by the Department of Defense, Military-Civilian Transition Office.

In the event of an award, the prime awardee is responsible for ensuring the maximum IDC allowed for the award is not exceeded when combining IDC for the Federal portion (i.e., prime and sub-awardee(s)). Amounts exceeding the maximum allowable IDC are considered unallowable. See sections [408](#) and [410](#) of [2 CFR 200](#).

PART V. APPLICATION REVIEW REQUIREMENTS

A. NIFA's Evaluation Process

NIFA evaluates each application in a two-part process. First, we screen each application to ensure that it meets the administrative requirements set forth in this RFA. All administrative requirements must be met in order for the application to proceed to the next level of review. Second, a scientific peer-review process will be used to technically evaluate applications that have met the administrative requirements using a review panel (see [NIFA Peer Review Process](#)).

Scientific Peer Review Process:

NIFA selects reviewers for the review panel based upon their training and experience in relevant scientific, extension, or education fields, taking into account the following factors:

1. The level of relevant formal scientific, technical education, or extension experience of the individual, as well as the extent to which an individual is engaged in relevant research, education, or extension activities.
2. The need to include experts from various areas of specialization within relevant scientific, education, or extension fields.
3. The need to include other experts (e.g., producers, range, or forest managers/operators, researchers, public health practitioners, educators, consumers, and commercial reviews) who can assess relevance of the applications to targeted audiences and to program needs.
4. The need to include experts from a variety of organizational types (e.g., colleges, universities, industry, state and Federal agencies, and private profit and non-profit organizations) and geographic locations.
5. The need to maintain a balanced composition with regard to race, ethnicity, gender representation, and an equitable age distribution.
6. The need to include reviewers who can judge the effective usefulness of each application to producers and the general public.

After each peer review panel has completed its deliberations, the responsible program staff of NIFA will recommend that your project is either approved for support from currently available funds or declined due to insufficient funds or unfavorable review.

NIFA reserves the right to negotiate with the PD and/or the submitting organization or institution regarding project revisions (e.g., reductions in the scope of work, funding level, period, or method of support) prior to recommending any project for funding.

After the review process has been completed, NIFA sends copies of reviews, *not* including the identity of reviewers, and a summary (if applicable) of the review panel comments to the PD.

Conflicts of interest. NIFA takes extreme care to prevent any actual or perceived conflicts of interest that may influence the review or evaluation (see [NIFA Peer Review Process for Competitive Grant Applications](#)).

B. Evaluation Criteria

The following criteria will be used by NIFA to evaluate applications in response to this RFA:

1. **Project Management:** This criterion relates to the institution's capability to perform the project and fulfill associated reporting requirements. Elements include the adequacy of the number, qualifications and expertise of key persons who will develop and carry out the project, and the qualifications of project personnel who will provide for the assessment of project results and impacts. Key personnel demonstrate appropriate project leadership and experience working with the target stakeholders in the past.
2. **Approach and Design:** This criterion relates to the likelihood that the project will successfully implement all six (6) project components and associated activities (listed in Part I, C) including program implementation, curriculum development, mentoring, website, security, and communications. The extent to which National Guard and Reserve Component military families will be served and the degree to which the priorities of Youth Support Internship Program (listed in Part I, B) will be achieved, will be assessed.
3. **Data Collection and Reporting:** This criterion relates to the soundness of the proposed approach including objectives, methodology, plan of operation, timetable, expected products and results, evaluation, and dissemination plans. The project evaluation plan clearly explains the methodologies to be used in assessing the accomplishment of stated products, results and measurable impacts from the project.

C. Organizational Management Information

Applicants must submit specific management information prior to an award and update the information as needed. Applicants may only need to provide an update if there was a change in previously provided information under this or another NIFA program. NIFA provides the requisite forms during the pre-award process. Although an applicant may be eligible for award under this program, there are factors that may exclude an applicant from receiving federal financial and nonfinancial assistance and benefits under this program (e.g., debarment or suspension of an individual, or a determination that an applicant is not responsible).

D. Application Disposition

Applicants may withdraw at any time before NIFA makes a final funding decision. NIFA will retain all applications, including withdrawn applications and unfunded applications.

PART VI. AWARD ADMINISTRATION

A. General

Within the limit of funds authorized, the NIFA awarding official will make grants to responsible and eligible applicants whose applications are judged most meritorious under the procedures set forth in this RFA. The date specified by the NIFA awarding official as the effective date of the grant must be no later than September 30 of the federal fiscal year in which the project is approved for support and funds are appropriated for such purpose, unless otherwise permitted by law. The project need not be initiated on the grant effective date, but as soon thereafter as practical so that project goals may be attained within the funded project period. All funds granted by NIFA under this RFA may be used only for the purpose for which they are granted in accordance with the approved application and budget, regulations, terms and conditions of the award, applicable federal cost principles, USDA assistance regulations, and [NIFA General Awards Administration Provisions, 7 CFR Part 3430, subparts A through E](#).

Award Notice. The award document will provide pertinent instructions and information as described in [2 CFR 200.211](#) (see [NIFA's Terms and Conditions](#)).

B. Administrative and National Policy Requirements

Several federal statutes and regulations apply to grant applications and the projects outlined in this RFA (some are listed here: [Federal Regulations](#)). Unless specifically noted by statute or award-specific requirements, [NIFA Federal Assistance Policy Guide](#) applies to all NIFA awards.

C. Expected Program Outputs and Reporting Requirements

The output and reporting requirements are included in the award terms and conditions. If there are any programs or award-specific award terms, they will be identified in the award.

Successful applicants are expected to produce high-quality reports for DoD's Yellow Ribbon Reintegration Program specifically related to the programs and activities supported by Youth Support Internship Program including monthly intern development reports. Monthly reports (including synthesis of program activities and recommendations) are required throughout the length of the award. Intern Development Reports must include intern progress and recommendations for scholarship and/or tuition assistance based on successful completion of the internship program. Monthly reports must be prepared using Microsoft Office tools and distributed electronically to NIFA by the fifth of every month covering prior month activities.

Youth Support Internship Program projects will also be required to submit a year-end report to NIFA's electronic, Web-based inventory system that facilitates both grantee submissions of project outcomes and public access to information on Federally funded projects.

PART VII. OTHER INFORMATION

A. Use of Funds and Changes in Budget

Delegation of fiscal responsibility. Unless the terms and conditions of the award state otherwise, awardees may not in whole or in part delegate or transfer to another person, institution, or organization the responsibility for use or expenditure of award funds.

Changes in Budget or Project Plans. In accordance with [2 CFR 200.308](#), awardees must request prior approval from NIFA for the following program or budget-related reasons (the awardee is subject to the terms and conditions identified in the award):

1. Change in the scope or the objective of the project or program without prior written approval (even if there is no associated budget revision requiring).
2. Change in a key person specified in the application or the federal award.
3. Disengagement from the project for more than three months, or a 25 percent reduction in time devoted to the project.
4. Inclusion of costs that require prior approval in accordance with [2 CFR 200 Subpart E \(Cost Principles\)](#), or [45 CFR Part 75 Appendix IX, \(Principles for Determining Costs Applicable to Research and Development under Awards and Contracts with Hospitals\)](#), or [48 CFR](#), unless waived by the federal awarding agency, [48 CFR Part 31, Contract Cost Principles and Procedures](#);
5. Transfer of funds budgeted for participant support costs to other categories of expense ([2 CFR 200.456 Participant support costs](#));
6. Sub-awarding, transferring or contracting out of any work under a federal award, including fixed amount sub-awards (see [2 CFR 200.333, Fixed Amount Sub-awards](#)), unless described in the application and funded in the approved federal awards. This provision does not apply to the acquisition of supplies, material, equipment, or general support services.
7. Changes in the approved cost-sharing or matching provided by the non-federal entity; and
8. The need for additional federal funds to complete the project.

B. Confidential Aspects of Applications and Awards

When an application results in an award, it becomes a part of NIFA transaction records, which are available to the public. Information that the Secretary of Agriculture determines to be confidential, privileged, or proprietary in nature will be held in confidence to the extent permitted by law. Therefore, applicants should clearly mark any information within the application they wish to have considered as confidential, privileged, or proprietary. NIFA will retain a copy of an application that does not result in an award for three years. Such an application will be released only with the consent of the applicant or to the extent required by law. An applicant may withdraw at any time prior to the final action thereon.

C. Regulatory Information

This program is not subject to the provisions of Executive Order 12372, which requires intergovernmental consultation with state and local officials. Under the provisions of the Paperwork Reduction Act of 1995 ([44 U.S.C. Chapter 35](#)), the collection of information

requirements contained in this notice have been approved under [OMB Document No. 0524-0039](#).

D. Limited English Proficiency

NIFA offers language access services, such as interpretation and translation of vital information, free of charge. If you need interpretation or translation services, please visit [NIFA Language Access Services](#) or contact Lois Tuttle, Equal Opportunity Specialist, at Lois.Tuttle@usda.gov or (443) 386-9488.

APPENDIX I: AGENCY CONTACT

Program Contacts

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425-365-6689

Christopher Petty, Program Specialist

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816-599-8668

For administrative questions related to;

1. Grants.gov, see [Part IV](#) of this RFA
2. Other RFA or application questions, please email grantapplicationquestions@usda.gov
3. Awards under this RFA, please email awards@usda.gov

U.S. Postal Mailing Address:

National Institute of Food and Agriculture

U.S. Department of Agriculture

P.O. Box 419205, MS 10000

Kansas City, MO 64141-6205

Courier/Package Delivery Address:

National Institute of Food and Agriculture

U.S. Department of Agriculture

2312 East Bannister Road, MS 10000

Kansas City, MO 64141-3061

APPENDIX II: GLOSSARY OF TERMS

Glossary of Terms

Assistance Listing Number – ALN

Authorized Representative – AR

Data Management Plan – DMP

National Institute of Food and Agriculture – NIFA

Request for Application – RFA

United States Department of Agriculture – USDA

Reserve Component - RC

APPENDIX III: DEFINITIONS

Refer to [7 CFR 3430 Competitive and Noncompetitive Non-formula Federal Assistance Programs – General Award Administrative Provisions](#) for additional definitions.

Definitions

Matching:

The process through which a grant recipient match awarded USDA funds with cash and in-kind contributions on a dollar-for-dollar basis. The matching funds must derive from non-Federal sources.

New Application:

An application not previously submitted to a program.